

***CAMS Training Schedule  
FY 2005***

***October 1, 2004***

<i>Class</i>	<i>Description</i>	<i>Scheduled Dates</i>	
		<i>Headquarters</i>	<i>ASCs</i>
<b>Budget Operating Plans (BOPS) for New Users</b>  <i>2 days</i>	The main objective is to focus specifically on the development of BOPs with hands-on exercises. This training session is intended for new users, but class materials have been updated to reflect the new FY05 funds control. Overviews of the ACCS, funds management, funds control, and cost accumulation are also provided. Users will also be shown the Data Warehouse Budget Reports, the CFS Quick Reports, a demo of the summary level transfer module, and the detail labor adjustment screen.	<i>1<sup>st</sup> Qtr:</i> November 15-16  <i>3<sup>rd</sup> Qtr:</i> May 16-17	
<b>Budget Operating Plans (BOPS) Refresher</b>  <i>1 day</i>	The main objectives are to answer questions and to provide lessons-learned information to the experienced BOP user community. No hands-on exercises will be provided - the instructors will provide information through demonstrations. Users should come prepared to address BOP problems they have encountered, to ask questions about the BOP system and to participate in classroom discussions with other BOP users. The session will be one day in length.	<i>2<sup>nd</sup> Qtr:</i> January 24  <i>3<sup>rd</sup> Qtr:</i> April 11	<i>2<sup>nd</sup> Qtr:</i> CASC - March 8  <i>4<sup>th</sup> Qtr:</i> WASC - July 25

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<b>Data Warehouse for New Users</b>  <i>1/2 day</i>	<p>The objectives are to provide an understanding of the Data Warehouse concept, relationship to Core Financial system (CFS), and instruct new users on standard reports/query applications available within the Data Warehouse. This course includes Data Warehouse access, use of the CAMS Navigator, basic functionality, and utilization of report parameter screens through hands-on exercises for the DW standard reports related to Budget, Reimbursable Project Status, Transaction Activity, and Overhead Comparison. Also includes an overview of the Data Dictionary, Labor, and FedEx.</p>	<p><i>1<sup>st</sup> Qtr:</i> December 8</p> <p><i>3<sup>rd</sup> Qtr:</i> May 18</p>	<p><i>2<sup>nd</sup> Qtr:</i> MASC - February 15 CASC - March 9</p> <p><i>4<sup>th</sup> Qtr:</i> WASC - July 28</p>
<b>Discoverer (FMC1) for New Users</b>  <i>1 day</i>	<p>The objective is to provide new users with an understanding of basic features of the Oracle Discoverer tool and introduction to the workbooks available within the FMC business area. Discoverer is a query and analytical tool which expands the Data Warehouse capabilities. This is a hands-on session which encompasses access to Oracle Discoverer, creating connections, opening workbooks/worksheets, sheet formats, changing table layout and sort order, formatting data, using parameters, pivoting rows and columns, drilling in and out of detail, and exporting/printing data. The class also reviews conditions, selected items, totals, calculations, percentages, and parameters applicable to workbooks.</p>	<p><i>1<sup>st</sup> Qtr:</i> December 9</p> <p><i>2<sup>nd</sup> Qtr:</i> January 27</p> <p><i>3<sup>rd</sup> Qtr:</i> April 13</p> <p><i>4<sup>th</sup> Qtr:</i> August 10</p>	<p><i>2<sup>nd</sup> Qtr:</i> MASC - February 18 CASC - March 10</p> <p><i>3<sup>rd</sup> Qtr:</i> EASC - June 9</p> <p><i>4<sup>th</sup> Qtr:</i> WASC - July 29</p>

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<b>Reimbursable Agreements for New Users</b>  <i>2 days</i>	<p>This 2 day class for new users provides detailed information on business rules, forms, and procedures for processing reimbursable agreements and reimbursable sales &amp; other fixed fee reimbursable projects. This class focuses on recording/modifying reimbursable agreements in CAMS, through both demonstrations and hands-on exercises, and generating CAMS reimbursable reports. It also provides an overview and demonstration of other available screens and processes in the CAMS Reimbursable Agreements module. Data Warehouse standard reports which are applicable to Reimbursables are also included.</p>	<p><i>1<sup>st</sup> Qtr:</i> December 6-7</p> <p><i>2<sup>nd</sup> Qtr:</i> January 25-26</p> <p><i>3<sup>rd</sup> Qtr:</i> May 19-20</p> <p><i>4<sup>th</sup> Qtr:</i> August 8-9</p>	<p><i>2<sup>nd</sup> Qtr:</i> MASC - February 16-17</p> <p><i>4<sup>th</sup> Qtr:</i> WASC - July 26-27</p>
<b>Reimbursable Agreements - Refresher</b>  <i>1 day</i>	<p>This 1 day class is for users who have previously completed a CAMS Reimbursable Agreements training class. This class provides a review of the business rules, forms, and procedures for processing reimbursable agreements and reimbursable sales &amp; other fixed fee reimbursable projects. It also includes demonstrations and hands-on exercises for recording/modifying reimbursable agreements in CAMS. Other available screens and processes in the CAMS Reimbursable Agreements module will only be covered if requested by the class participants. Any changes to existing CAMS reimbursable reports will be included. Time will be allowed to address specific user questions and concerns.</p>	<p><i>3<sup>rd</sup> Qtr:</i> April 12</p> <p><i>4<sup>th</sup> Qtr:</i> August 11</p>	

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<b>Travel Manager</b>  <i>2 days</i>	This training teaches end-users how to navigate in ITM to create, adjust, amend and cancel domestic and foreign temporary duty (TDY) travel authorizations, and to create domestic and foreign TDY travel vouchers, reclaim, and local travel vouchers; also covers such things as allocating expenses to multiple accounting codes, international date line travel, blanket travel authorizations, meals and lodging, and leave and non-duty days while on travel	<i>1<sup>st</sup> Qtr:</i> November 2-3  <i>2<sup>nd</sup> Qtr:</i> March 2-3  <i>3<sup>rd</sup> Qtr:</i> May 2-3  <i>4<sup>th</sup> Qtr:</i> July 18-19	<i>1<sup>st</sup> Qtr:</i> MASC - November 3-4  <i>Determined by each ASC based on client needs – contact ASC coordinator to register or for additional information</i>
<b>Purchase Card</b>  <i>½ day each</i>	Provides training to cardholders, approving officials and group administrators on how to record , monitor, track, reconcile, approve, and control all activities related to bankcard transactions in the Commerce Purchase Card System	<i>1<sup>st</sup> Qtr:</i> November 1  <i>2<sup>nd</sup> Qtr:</i> March 4  <i>3<sup>rd</sup> Qtr:</i> May 4  <i>4<sup>th</sup> Qtr:</i> July 20  <i>Note: ½ day sessions</i> <i>am – Cardholder/</i> <i>                    Group Admin</i> <i>pm – Approving</i> <i>                    Official</i>	<i>1<sup>st</sup> Qtr:</i> MASC - November 2  <i>Determined by each ASC based on client needs – contact ASC coordinator to register or for additional information</i>